



Job Announcement Foundation and Grants Coordinator

About CNPS

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 10,000 members in 35 chapters across California and Baja California Mexico. The mission of CNPS is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and land stewardship.

Job Summary

The California Native Plant Society (CNPS) is seeking a Foundation and Grants Coordinator. This is a permanent full time, non-exempt position that reports to the Development Director. This position requires a persuasive communicator who proactively identifies, cultivates, solicits, and stewards foundation, government, and corporate funding sources. The Foundation and Grants Coordinator will work closely with CNPS program staff to turn project ideas into compelling requests for support.

Duties and Responsibilities

1. Identify and research institutional funding sources, including foundations, state and federal government agencies, and corporations.
2. Research and draft letters of inquiry and grant proposals. Draft corporate sponsorship packages. Revise and edit material written by senior and program staff. Write grant reports.
3. Develop and implement thoughtful and creative cultivation and stewardship activities, in collaboration with senior and program staff.
4. Serve as the primary relationship manager for all institutional giving prospects and funders.
5. Ensure corporate sponsorship benefits are delivered.
6. Maintain a calendar of proposal and report deadlines, and ensure all deadlines are met.
7. Record all activities with institutional prospects/funders in donor database.
8. Produce analysis and reports on activities and results.
9. Coordinate and support institutional giving-related activities by CNPS chapters.
10. Maintain positive and professional relationships with CNPS donors, volunteers, board, and staff.
11. Other duties as required.

Desired Skills and Qualifications

- Bachelor's degree with a minimum of two years of experience in a development role
- Outstanding ability to write clear and compelling communications to inform and persuade
- Demonstrated ability to be a self-starter and to complete detail-oriented work with a high level of accuracy
- Excellent interpersonal skills and ability to work collaboratively with senior staff
- Ability to think critically and make decisions based on available information
- Ability to prioritize and manage multiple complex projects simultaneously
- Proficiency with fundraising software/donor databases, preferably Raiser's Edge
- Knowledge and experience with PC-based computer systems, Microsoft Office, and email
- Genuine passion for native plants and a desire to share that with others

Physical Requirements

This job requires prolonged sitting and use of computer and mouse, as well as some standing. The moving and handling of small boxes within the office with the assistance of a dolly and the ability to lift and hold up to 20 lbs. is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information

- Work location is at the CNPS office in Sacramento or in Berkeley, California.
- Work time is generally Monday through Friday 8 AM to 5 PM, with some flexibility.
- A valid California driver's license and proof of car insurance are highly desired.

Compensation and Benefits

CNPS offers very competitive compensation commensurate with experience. CNPS provides a very generous benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with low cost family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days and generous paid vacation.

Equal Opportunity Policy

It is CNPS's policy to afford equal employment opportunity to all persons. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values the different perspectives that diversity fosters. To better understand the demographic profile of CNPS applicants, we request candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

To apply

Submit a resume and cover letter. Review of applications begins immediately and will continue until the position is filled.

[Click here to apply](#)